



June 27, 2014

To: Executive Board

Subject: **Federal Transit Administration Triennial Review for Federal Fiscal Years 2011 – 2014 (FFY11 – FFY14)**

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### **Recommendations**

Receive and file an overview of the Federal Transit Administration (FTA) Triennial Review process for FFY11 – FFY14.

### **Analysis**

Chapter 53 of Title 49, Section 5307 of the United States Code, requires that all federal grant recipients be reviewed triennially for adherence to federal policy. The review concentrates on procedures and practices employed from the date of the last review in June 2012 through August 2014 and previous years, if necessary, to accurately review policies in place for grant management.

The firm of Milligan & Company, LLC represented by Mr. James Buckley, under contract with the FTA, is currently conducting Foothill Transit's review. The process began with a Scoping Review in April of this year and a Baseline Review in May that will be followed by a site visit in August. Foothill Transit's management team provided the necessary documentation and responded to questions from all areas of the review during the Scoping and Baseline Review process, reducing the time that will be required of the reviewer to conduct the formal site visit.

The triennial review covers Foothill Transit's compliance with FTA requirements in the 17 areas listed below:

- Financial Management and Financial Capacity
- Technical Capacity
- Maintenance
- Americans with Disabilities Act (ADA)
- Title VI
- Procurement
- Disadvantaged Business Enterprise (DBE)
- Legal
- Satisfactory Continuing Control
- Planning/Program of Projects
- Public Comment on Fare and Service Changes
- Half-Fare
- Charter Bus
- School Bus
- Safety and Security
- Drug Free Workplace and Drug and Alcohol Program
- Equal Employment Opportunity (EEO)



During the site visit the reviewer will interview staff and further review documentation in addition to visiting Foothill Transit's operations and maintenance facilities and reviewing maintenance documentation. Any areas of deficiency identified by the reviewer during the Scoping Review, Baseline Review or Site Visit will be documented with corrective action steps delineated. In some instances, the corrective actions may be minor ones that are able to be completed during the site visit. Other corrective actions may require that formal procedures be adopted and implemented in the ensuing months to ensure full compliance.

At the conclusion of the site visit in August, the Executive Board will be updated with the outcome of the review and any deficiencies identified and any corrective actions necessary.

**Fiscal Impact**

A successful Triennial Review by the FTA is required for a transit agency's continued receipt of federal funding.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kevin McDonald'.

Kevin McDonald  
Deputy Executive Director

A handwritten signature in blue ink, appearing to read 'Doran J. Barnes'.

Doran J. Barnes  
Executive Director